



DEFENSE LOGISTICS AGENCY  
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N REPLY  
REFER TO FOB

FEB 2 2000

MEMORANDUM FOR COMMANDERS, PRIMARY LEVEL FIELD ACTIVITIES  
ATTN: Directors, Resource Management

SUBJECT: Official Representation Funds (ORF) Requests

Over the past year requests for the Official Representation Funds (ORF) have rapidly increased. To ensure all requests are processed in a timely manner, the following procedures are established. If you should have any questions please call the DLA ORF budget contact, Cindy Porch, (703) 767-7280 or DSN 427-7280.

MICHAEL F. MILLER  
Chief, Program/Budget **Group**  
Office of Comptroller

Attachments:

1. ORF Guidelines
2. DoD Directive 7250.13  
(Official Representation Funds)



## **Official Representation Funds (ORF) Guidelines**

I: Request each activity provide an ORF point of contact (POC) to FOB by February 25, 2000. Identified POCs should submit FY 00/01 ORF projections by March 17, 2000. For the FY 02 Budget Estimate Submission (BES) and beyond, these requirements will be due annually to this office no later than July 15<sup>th</sup>. The Defense Contract Management Districts should send responses to DCMC-BA.

II: Requests must be received 45 days prior to the event. The requesting activity shall provide a courtesy copy to their business office POC.

III: The ORF POC needs to review all requests to ensure the requests meet the following requirements:

A. Guest List criteria: For events less than 30 people, a minimum of 20% should be non-DoD guests. For events greater than 30 people, a minimum of 50% should be non-DoD guests.

- Non-DoD Guests are defined as employees from:  
Civilian agencies (i.e. Treasury, OPM),  
Congressional Staff, or Foreign Dignitaries
- DoD Guests are defined as employees of:  
Military Services  
Civilian DoD employees  
Retired military

Costs for spouses of Civilian and Military employees/retirees are only covered costs when foreign dignitaries' spouses are present.

\*\* You need to ensure the guest list is as realistic as possible. An actual guest list is required after the event for review to ensure the proper ratio was met. \*\*

B. Actual costs related to ORF:

- ORF covers the entertainment portion of the event.
- costs, such as conference fees, transportation, and per diem shall be charged to your normal appropriation.
- Closing, disestablishing, and opening ceremonies relating to BRAC are to follow the ORF guidelines.

C. All costs associated with the event must be approved prior to the event. No after-the-fact, unapproved expenditures are authorized.

D. Reporting requirements to HQ DLA (FO): Each activity is **required** to provide the following information within **2** months of the event:

- Copy of the 1034 paid voucher (not required if credit card was used)
- Copy of the actual guest list
- Copy of vendor bills

It is imperative that FOB receives these documents in a timely manner. Without them we cannot adequately determine the financial status of the ORF account.